AOL® Optimized PC User Manual

AOL® Desktop

AOL® Office, powered by Sun Microsystems

Desktop
Users Guide

Welcome

You and your family are ready to discover a fun, powerful and easy computer — the AOL® Optimized PC.

At the heart of this new computer is the AOL® Desktop, providing one-click access to virtually everything on your PC. The AOL Desktop makes it easy to customize access privileges for an online experience that's appropriate for everyone in your family.

The ease of the AOL® service meets the power of a full-featured computer, to create the PC you've always dreamed of.

Powerful. Personalized.
Welcome to the AOL Optimized PC.

Desktop Users Guide

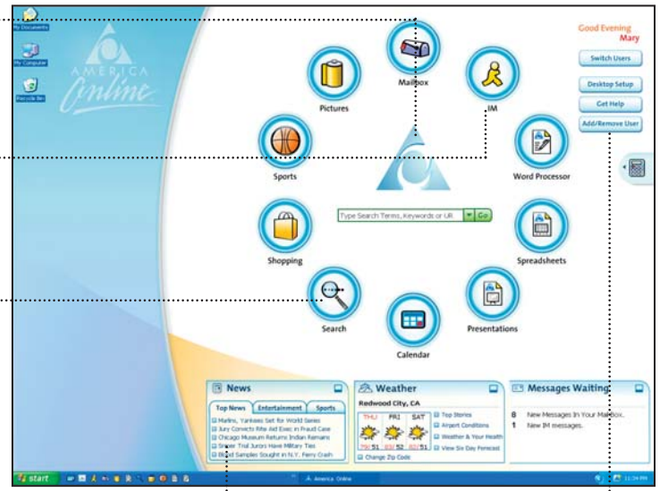
Introduction to the AOL® Desktop

The AOL Desktop is your connection to a powerful, easy and personalized online experience. Read through this user guide for more information on how to make the most of your AOL Optimized PC.

America Online
Quickly connects you to the AOL service and the Internet.

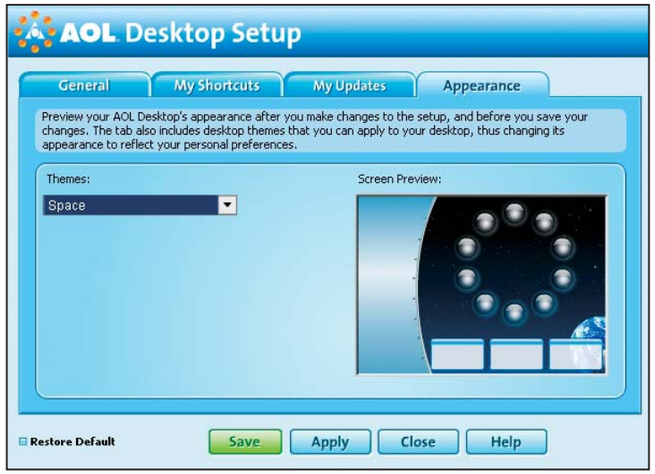
Shortcut Buttons
One click gets you to e-mail, instant messaging, music and more.

Search
Enter a word or phrase to find more information on any subject.

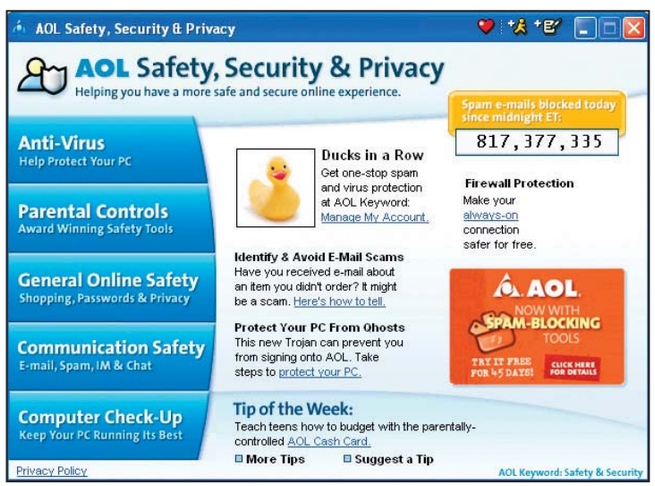


Live Updates
You'll get the latest information about topics that matter to you.

Tools
It's easy to customize the AOL Desktop for any member of the family.


AOL Desktop Setup
General
My Shortcuts
My Updates
Appearance
Preview your AOL Desktop's appearance after you make changes to the setup, and before you save your changes. The tab also includes desktop themes that you can apply to your desktop, thus changing its appearance to reflect your personal preferences.
Themes:
Space
Screen Preview:
Restore Default
Save
Apply
Close
Help

Select your own Shortcuts, Live Updates and the AOL Desktop appearance you like best.


AOL Safety, Security & Privacy
AOL Safety, Security & Privacy
Helping you have a more safe and secure online experience.
Spam e-mails blocked today since midnight ET:
817,377,335
Anti-Virus
Help Protect Your PC
Parental Controls
Award Winning Safety Tools
General Online Safety
Shopping, Passwords & Privacy
Communication Safety
E-mail, Spam, IM & Chat
Computer Check-Up
Keep Your PC Running Its Best
Ducks in a Row
Get one-stop spam and virus protection at AOL Keyword: Manage My Account.
Firewall Protection
Make your always-on connection safer for free.
Identify & Avoid E-Mail Scams
Have you received e-mail about an item you didn't order? It might be a scam. Here's how to tell.
Protect Your PC From Ghosts
This new Trojan can prevent you from signing onto AOL. Take steps to protect your PC.
AOL NOW WITH SPAM-BLOCKING TOOLS
TRY IT FREE FOR 45 DAYS!
CLICK HERE FOR DETAILS
Tip of the Week:
Teach teens how to budget with the parentally-controlled AOL Cash Card.
More Tips
Suggest a Tip
Privacy Policy
AOL Keyword: Safety & Security

Parental controls, anti-virus protection and spam-blockers create an online experience that is safer and more secure.

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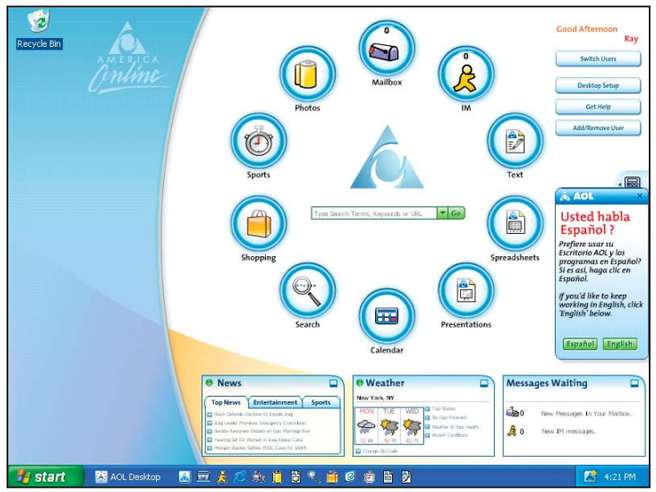
AOL Update
AOL Update is an automated and personalized update and notification system for your computer. It gives you access to content channels that provide services such as automatic updates, software fixes, and informational messages.
To activate AOL Update please click Yes.
Yes
No

Get Started

Startup Process

Follow the installation poster instructions to properly set up and power on your computer system.

A series of startup screens will appear the first time you start your PC. Follow the directions on screen to complete the Microsoft® Windows® XP setup and registration process.



Once complete, you will see your AOL Desktop as pictured above.

Click on your language preference (in the box on the right) and then click on the AOL logo (in the middle of the screen), and you will see the AOL® Update screen. AOL Update presents you with the option to receive automated updates and notifications from AOL.

Choose either **Yes** or **No** to proceed in the process.

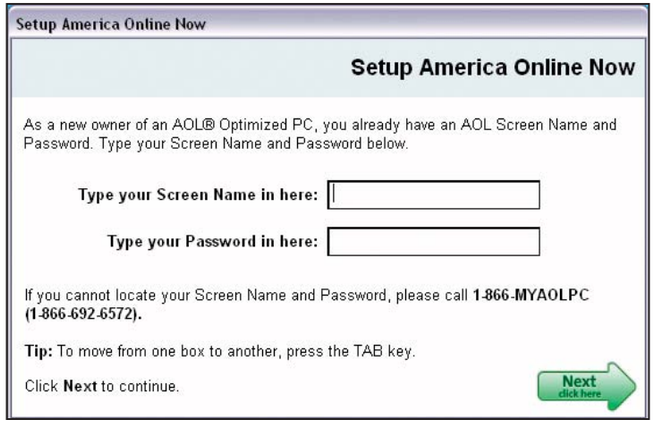
Now America Online will set up your system to connect to the AOL service. Please be sure your phone line, cable connection or DSL line is connected to your AOL Optimized PC. See installation poster for details.

Connecting You to America Online
Connecting You to America Online
Please make sure your computer's modem (Phone Line, Cable, or DSL) is connected and no one is using the phone right now. Click Next to continue.
Next

There are two options:

- **New AOL Members:** You should have received a Screen Name and Password when you purchased your PC (your new AOL account was created at that time).
- **Existing AOL Members:** You already had a Screen Name and Password before you purchased your AOL Optimized PC. Enter your Screen Name and Password now.

NOTE: If you did not receive a Screen Name and Password or have lost them, please call 1-866-MYAOLPC (1-866-692-6572).


Setup America Online Now
Setup America Online Now
As a new owner of an AOL® Optimized PC, you already have an AOL Screen Name and Password. Type your Screen Name and Password below.
Type your Screen Name in here:
Type your Password in here:
If you cannot locate your Screen Name and Password, please call 1-866-MYAOLPC (1-866-692-6572).
Tip: To move from one box to another, press the TAB key.
Click Next to continue.
Next
click here

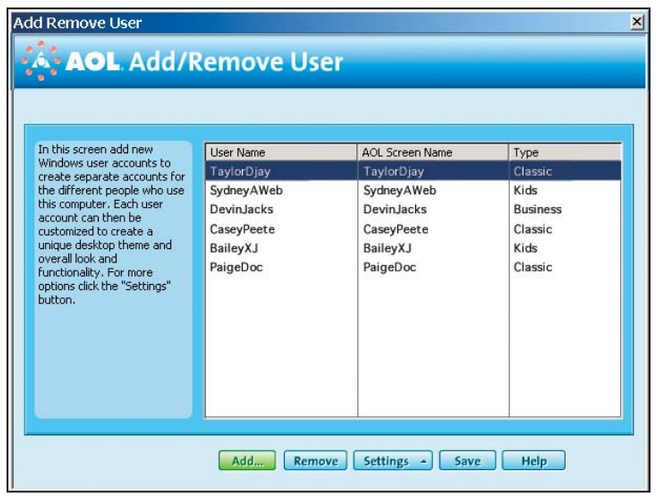
Click **Next** and follow the instructions on screen to complete the AOL set up process.

User Types

When adding a new User, you will need to specify one of four User Types:

- **Classic** presents a general Desktop suited to most users (as seen on the cover of this manual)
- **Kids** is a simplified Desktop allowing an adult to limit the activities performed on the computer by their children*
- **Business** is a Desktop with customized content designed for small businesses
- **Broadband** provides AOL® for Broadband users a Broadband Desktop with unique content

***NOTE:** When using AOL® Parental Controls, children can only connect to AOL-approved Internet sites. In addition, the AOL® Kids Desktop limits access to software programs and PC functionality, based on parental preferences.

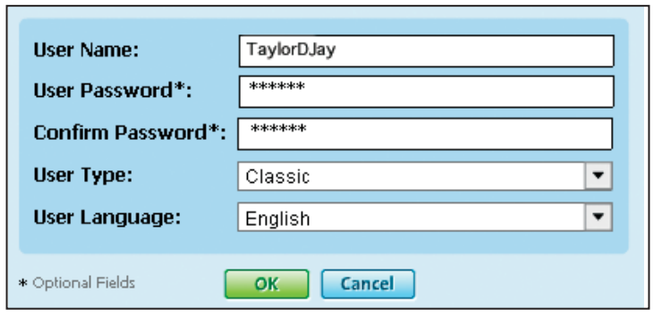


Add New Users

1. Click the **Add/Remove User** button to display the **Add/Remove User** screen.

2. At the bottom of the screen, click the **Add** button to display the **Add New** User form. Enter a new User Name with no more than 20 characters and none of the following symbols: ! @ # $ % ^ & * ( ).

3. Create a User Password, then enter the same password in the **Confirm Password** field. In the **User Type** field, click the arrow to display the list, then select one of the User Types.



4. In the **User Language** field, click the arrow to display the list, then select one of the languages. Click the **OK** button to **Create and Save** the New User account.

5. A message box appears to let you know your account was created successfully. Click the **Create AOL® Screen Name** button to create an AOL Screen Name.

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Create AOL Screen Names

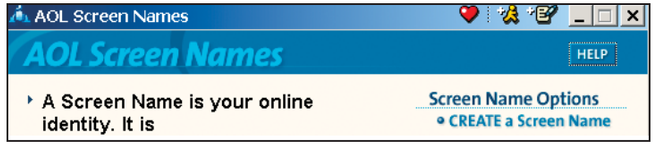
Once you've created a New User account, you will be prompted to create a matching AOL Screen Name.

An individualized AOL Screen Name allows you to send and receive E-mails and much more on the AOL service.

There are two ways to create an AOL screen name:

- Click the **Create AOL Screen Name** button in the notification message you receive after creating a New User account, **OR**
- Click the **Settings** button on the bottom of the screen to display a pop-up Settings list, then click on **Create AOL Screen Name.**

Both methods will connect you to the AOL service, where you can create a new Screen Name.



NOTE: If you create a user account for a Kids user, you will receive a recommendation to create a matching Kid/Teen AOL Screen Name with Parental Controls.

Assign AOL Screen Names to Existing User Accounts

1. Click the **Add/Remove User** button to display the AOL **Add/Remove User** screen.

2. In the **User Name** column, click to highlight the name of the User. At the bottom of the screen, click the **Settings** button to display the **Settings** pop-up list.

3. Click **Assign AOL Screen Name** to review a list of available AOL Screen Names.

4. Click on an AOL Screen Name, then click the **Assign** button. This closes the dialog box and assigns the AOL Screen Name to the account.

Reset User Passwords

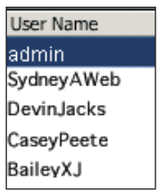
1. Click the **Add/Remove User** button to display the AOL **Add/Remove User** screen.
2. In the **User Name** column, click to highlight the name of the User. At the bottom of the screen, click the **Settings** button to display the **Settings** pop-up list.
3. Click on **Reset User Password** and a dialog box will appear.
4. In the **New Password** field, enter the new password, and then enter the new password exactly the same way in the **Confirm New Password** field.

   NOTE: Passwords are case sensitive.
5. Click the **OK** button to close the dialog box and reset your password.

Reset Your Password
Complete the form to reset your Windows user account password. When done, click the "OK" button to apply password change. Click the "Cancel" button to cancel and exit.
New Password:
Confirm New Password:
OK
Cancel

Remove Users

1. Click the **Add/Remove User** button to display the AOL **Add/Remove User** screen.
2. Click in the **User Name** column to highlight the User you want to remove.
3. Click the **Remove** button at the bottom of the screen.
4. In the message box, click **Yes** to confirm your deletion of the User. Click the **Close** button to close the AOL **Add/Remove User** screen.



Switch Users

To switch between User Types and the corresponding AOL Desktop:

1. Click the **Switch Users** button in the Tools section at the upper right side of your AOL Desktop.
2. The AOL Desktop will slowly fade to black and white, and a **Log Off Windows** box will appear. You'll have the choice to click the **Switch Users** or **Log Off** button. Once you click, you will be returned to the Login page.
3. From the **User List**, select a different User name, enter the password, then click **OK**. You will now see the AOL Desktop customized for that specific User.

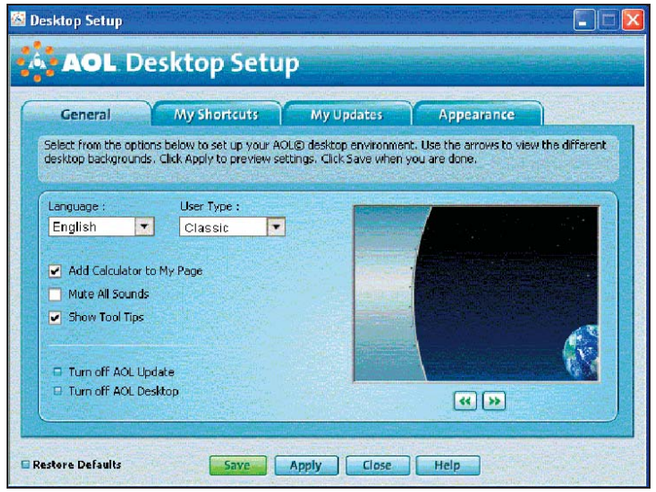
Log Off AOL Desktop

1. Click the **Switch Users** button. AOL Desktop will slowly fade to black and white, and a **Log Off Windows** box will appear.
2. To Log Off the Active User, click the **Log Off** button.
3. You will now be returned to the Login page.

Customize Your Experience

Click the **Desktop Setup** button in the Tools menu at the upper right corner of your screen. Now you're ready to customize the AOL Desktop to your own personal tastes.

General Tab



Specify general settings for your AOL Desktop.

- Select a language (English or Spanish)
- Set a User type
- Select an AOL Desktop background
- Turn off the AOL Desktop on your computer
- Turn the AOL Update function Off/On
- Disable/Enable Tool Tips on your screen
- Add/Remove a Calculator
- Mute/Unmute beeping when you mouse over a Shortcut

Broadband User Type: When you use a high-speed connection to access AOL, you will be prompted to use the Broadband Desktop. This Desktop gives one-click access to AOL for Broadband features, such as Video@AOL and Sessions@AOL. You can change the look of your Desktop anytime by clicking on the **Setup** button on your screen.

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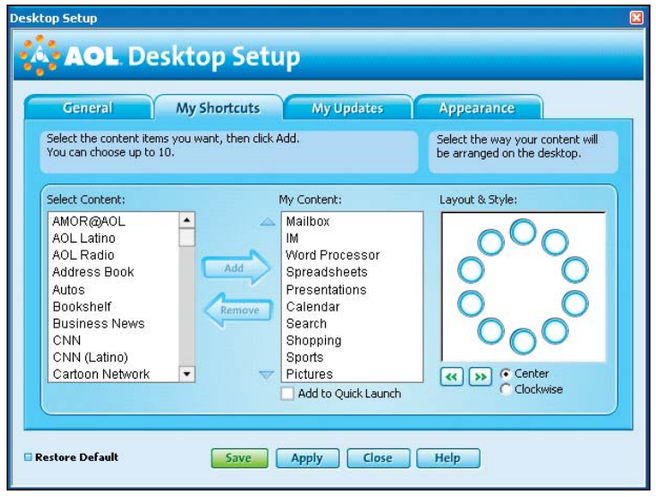
My Shortcuts Tab

Select the links that appear on your AOL Desktop.

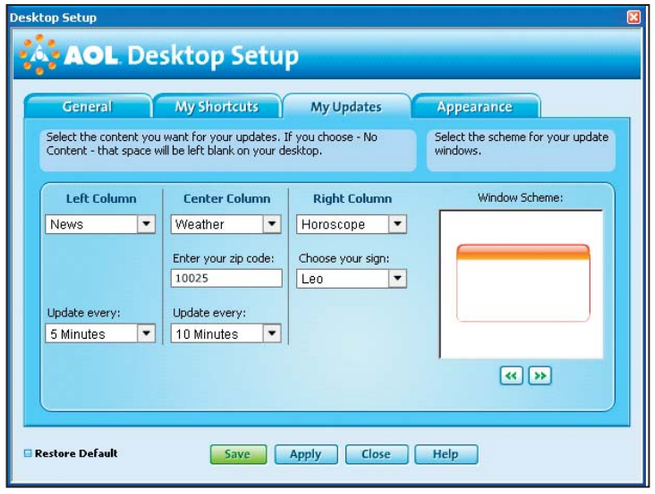
- Add or Remove Shortcuts from the AOL Desktop
- Change the order of your Shortcuts
- Add or Remove Shortcuts to/from the Quick Launch Taskbar
- Change the layout and style of your Shortcuts



My Updates Tab

Select the information you'd like to monitor.

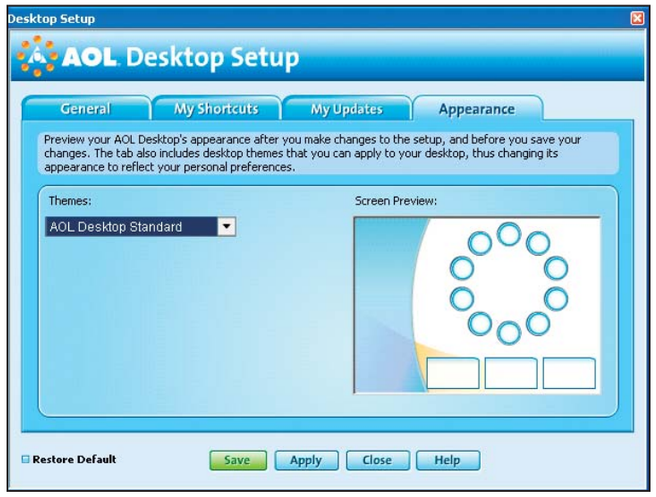
- Select Live Updates
- Change the content in the Live Updates windows
- Change the color scheme of the Live Updates windows



Appearance Tab

See the changes to your Desktop, before you save your changes.

- Change Desktop themes
- Preview your AOL Desktop appearance


Desktop Setup
AOL Desktop Setup
General
My Shortcuts
My Updates
Appearance
Preview your AOL Desktop's appearance after you make changes to the setup, and before you save your changes. The tab also includes desktop themes that you can apply to your desktop, thus changing its appearance to reflect your personal preferences.
Themes:
AOL Desktop Standard
Screen Preview:
Restore Default
Save
Apply
Close
Help

Setup Buttons

Once you've made your changes, finish the job with any of these **Setup** Buttons.

Saves the changes you made in the AOL Desktop Setup. This closes the **Setup** screen and returns you to the AOL Desktop.

Applies the changes you made in the AOL Desktop Setup. Leaves the Setup screen open, allowing you to preview your changes and make additional changes.

Closes the AOL Desktop Setup screen — without making any changes — and returns you to the AOL Desktop screen.

Displays Help files.

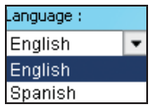
Restoring the Default Setup

Here's how to undo any changes you've made to your AOL Desktop and return it to its original appearance.

1. Locate the **Restore Default** field on the bottom left side of the screen (in any of the Setup tabs) and click on the check box.

2. A dialog box will appear. Click **Yes** to confirm your choice; the default settings will automatically be restored.
3. Click **Save** to save your changes and close this window.

General Tab



Select a Language

1. Click the arrow to display two language options.
2. Click the language you prefer.
3. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

Note: The language for Kids Users can only be set with the AOL **Add/Remove** function. Close all open AOL Office applications so that the language change will take effect.

Select a User Type

Set your AOL Desktop to the Classic User format (the format originally on your computer), Business User, Broadband User or Kids User. The User Type you select will determine the type of Shortcuts that appear on your AOL Desktop.

To select a User Type for your AOL Desktop:

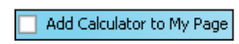
1. Click the arrow to display the **User Type** options.
2. Click on the **User Type** you prefer.
3. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

Note: Kids Users cannot change the User Type.

Add a Calculator



1. Click the check box.
2. At the bottom of the screen, either:

   - Click the **Apply** button to apply and preview your changes, **OR**
   - Click the **Save** button to save your changes.

   This option adds a **Calculator** button to the right side of your AOL Desktop.

   To open the Calculator panel, click the arrow pointing **Left**. To close the Calculator panel, click the arrow pointing **Right**.

Note: The Calculator default is **On**. To turn the Calculator **Off**, uncheck the box and follow step 2.

Mute/Unmute Sounds

1. Click the **Mute All Sounds** check box.
2. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

Note: Even after you Mute, you will still hear the "new E-mail" notification, along with related sounds and alerts from your PC.

Disabling/Enabling Tool Tips

All items on your screen include a display feature —called a Tool Tip. These are short, pop-up explanations that appear when you move your mouse over any Desktop element (buttons, icons, screens, etc.).

The default setting for this option is enabled (checked). To disable the Tool Tips feature:

1. Go to the **Show Tool Tips** field and click to uncheck the box.
2. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

Turn AOL Update Off/On

AOL Update is an automated notification system, giving you access to content channels providing services such as software fixes and informational messages. Turn AOL Update Off, and you'll turn off Software Updates to the AOL Desktop (it will not affect your content panel updates).

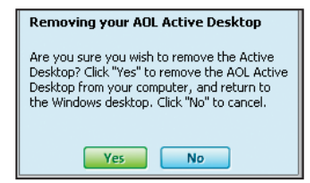
To turn AOL Update off:

1. In the lower left side of the **General** tab, click **Turn AOL Update Off**.
2. You will receive a message asking if you want
   to turn off AOL Update. Click **Yes** to turn off AOL Update.
3. The AOL Update field on the tab will change to **Turn On AOL Update**. Click it to turn the AOL service back on.

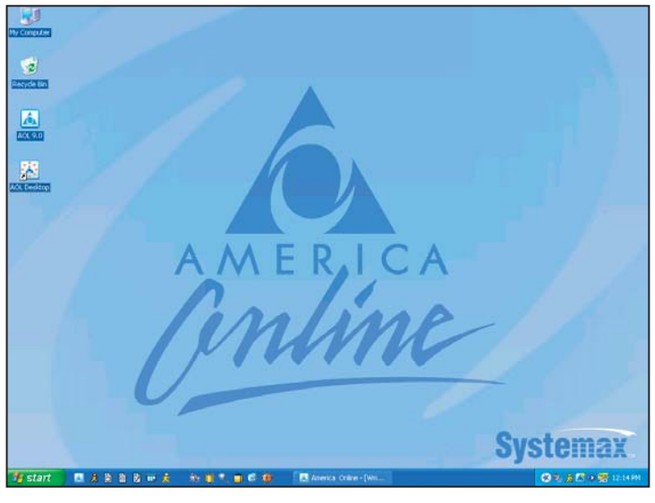
Disable the AOL Desktop from Your Computer

To turn off/on the AOL Desktop:

1. On the lower left side of the **General** tab, click **Turn AOL Desktop off**.
2. You will receive a message asking if you want to turn off AOL Desktop.
3. Click **Yes** to close the AOL Desktop Setup screen, turn off the AOL Desktop on your computer, and return to the Windows desktop, and add an AOL Desktop shortcut icon to the Windows desktop.


Removing your AOL Active Desktop
Are you sure you wish to remove the Active Desktop? Click "Yes" to remove the AOL Active Desktop from your computer, and return to the Windows desktop. Click "No" to cancel.
Yes
No

Note: At this point, a new icon labeled AOL Desktop appears on the standard Windows® desktop. Double-clicking this icon will bring the AOL Desktop back.



Change Your AOL Desktop Background

1. Click the **Right** and **Left** arrows to view the different backgrounds.
2. When you find the background you like, go to the bottom of the screen and either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

My Shortcuts Tab

Add Shortcuts

1. Go to the **Select Content** column on the left side of the tab. Click on a Shortcut you wish to add.
2. Click the **Add** button next to the **Select Content** column. The Shortcut is removed from the **Select Content** column and added to the **My Content** column in the center of the tab.
3. Repeat steps 1 and 2 until you've added all the Shortcuts you want on your AOL Desktop.
4. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

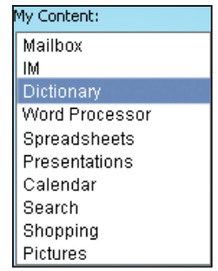
NOTE: You can have a maximum of 10 Shortcuts on your AOL Desktop. You may need to remove some to add others (see page 26 for details).

Remove Shortcuts

1. Go to the **My Content** column in the center of the tab. Click on a Shortcut you wish to remove.
2. Click the Remove button next to the **My Content** column. The Shortcut is removed from the **My Content** column and added to the **Select Content** column.
3. Repeat steps 1 and 2 until you've removed all the Shortcuts you don't want on your AOL Desktop.
4. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

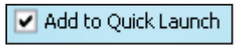


Change the Shortcut Order

1. In the **My Content** column, click on a Shortcut.
2. Click the **Up** arrow or **Down** arrow that appears just to the left of the **My Content** column to move the Shortcut where you want it.
3. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.



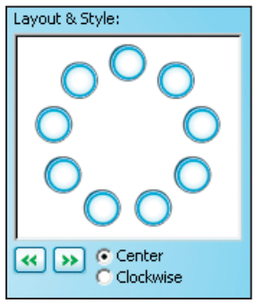
Quick Launch Taskbar Shortcuts

Your Shortcuts can also appear in the **Quick Launch** taskbar at the bottom left of your screen. By default, the **Add to Quick Launch** box at the bottom of the tab is checked.

Click the check box if you do not want your Shortcuts to appear in the Quick Launch taskbar.

Change the Shortcut Layout & Style

To specify the way Shortcuts are displayed on your AOL Desktop:



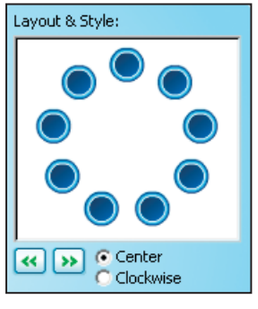
1. Go to the **Layout & Style** column on the right-hand side of the tab.

2. Use the **Right** and **Left** arrows to view and select the color scheme you like.

3. At the bottom of the screen, either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.



The **Layout & Style** column shows how many Shortcuts you included on your AOL Desktop. If there are less than 10 Shortcuts, you can choose to display them centered (spaced out evenly) or clockwise (in order from left to right).

To specify Shortcut spacing:

1. Under the **Layout & Style** column, click either the **Center** or **Clockwise** check box.

2. After making your selection, go to the bottom of the screen, and either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

My Updates Tab

Selecting Updates

1. In the Left column, click the arrow to display the different Live Update options. Click to select one. Your choices are News, Weather, Horoscope and Messages, Local Guides, Yellow Pages and Maps & Directions.

   If you select Weather, an additional **Zip Code** field appears. Enter your zip code (or the zip code for which you wish to receive updates).

   If you select Horoscope, an additional **Choose Your Sign** field appears.

   In the **Choose Your Sign** field, click to display the 12 Zodiac signs and select your sign (or the sign for which you wish to receive updates).

   Depending on your **Live Update** option, provide additional information requested.

2. Repeat these steps for the Center and Right columns.

3. Once you've selected all your **Live Updates**, go to the bottom of the screen and either:

   Click the **Apply** button to apply and preview your changes, **OR**

   Click the **Save** button to save your changes.

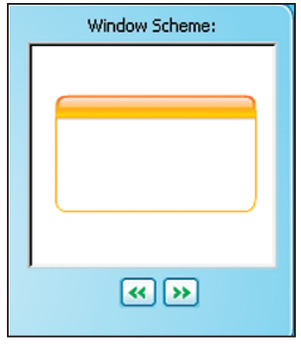
Change the Color Scheme of My Updates Window

1. Under the **Window Scheme** field, use the **Right** and **Left** arrows to view the different color scheme options for the **Live Updates** windows.

2. Once you've selected the color you like, go to the bottom of the screen and either:

   Click the **Apply** button to apply and preview your changes, **OR**

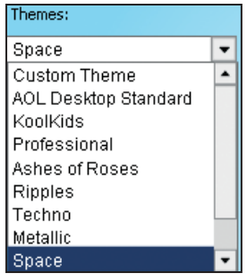
   Click the **Save** button to save your changes.



Appearance Tab

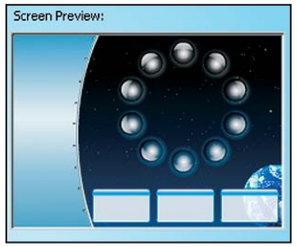
Changing Desktop Themes on the AOL Desktop

You can also change themes on your AOL Desktop screen. The themes are listed in the **Themes** column on the left side of the **Appearance** tab.



To change a desktop theme on your AOL Desktop:

1. Click the arrow to display the theme options.
2. In the **Themes** column, click on a theme.
3. Your selection will be displayed in the preview screen on the right. When you have a theme you like, click the **Apply** button.
4. Now save the theme, or modify it using the other Setup tabs. Any changes you make can be viewed in the preview screen.

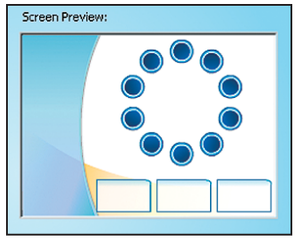


Previewing the Appearance of the AOL Desktop

See how your AOL Desktop will look — before you save any changes. Each change you make in the Setup tabs is immediately reflected in the preview screen, located on the right side of the Appearance tab.

To preview your AOL Desktop appearance:

1. Use your Setup tabs to make changes to your AOL Desktop, then click the **Appearance** tab.
2. A preview of your AOL Desktop will appear.
3. Make any additional changes, or click the **Save** button to apply your changes and close the **AOL Desktop Setup** window.

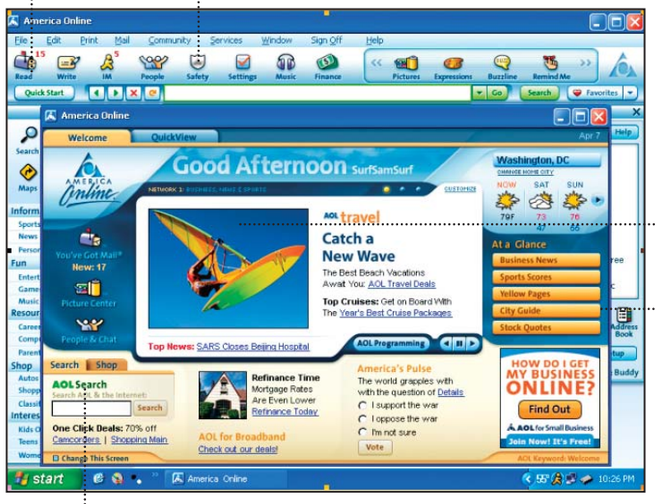


Get Going

Explore the Internet

Put yourself in the driver's seat with better communication tools. Improved E-mail gives you more control over sorting and filtering.

Lock out intruders. Our smarter spam filters help get spam out of your way, and automatic E-mail anti-virus software detects and repairs most known viruses.



Your connection to the latest news, as it happens.

The AOL service has so much content. If it's in your world, it's on your screen.

Get information faster with TopSpeed™ Web acceleration technology and our new intuitive search tool.

Enjoy Music: Radio@AOL

With over 175 stations, there's always something good on Radio@AOL.

All your favorite songs are right here.

Stay on top of music news and trends.

Experience exclusive sessions and interviews with today's hottest stars.

Click on **Radio@AOL** from main menu bar.

Note: AOL for Broadband has an enhanced, CD-quality **Radio@AOL** experience.

Desktop Users Guide

Stay Close: People Connection

Share feelings the second you feel them, with AOL® Instant Messenger™ .

There's always something happening in hundreds of AOL Chat rooms.

Speak your mind or spark debate in a special interest Chat.

Personalize all your instant messages with your own SuperBuddy™ icon.

Click on **People Connection** from main menu bar.

Share Memories: You've Got Pictures

Share your latest batch of pictures online.

Create an album with pictures from last summer or last night.

Turn your snapshots into custom greeting cards.

Order prints and frames for friends or family members.

Click on **You've Got Pictures** from main menu bar.

Glossary

AOL Desktop
This is the primary screen shown once you start your AOL Optimized PC. There are Shortcuts giving you one-click access to virtually everything on your PC.

AOL Screen Name
An AOL Screen Name is your personal online identifier, allowing you to send and receive E-mails and customize your AOL settings.

Content
This is a general term, referring to all the information, music and graphics you encounter while online.

Default
The screen settings that were in place when you first started your AOL Optimized PC.

Password
A secret word or series of numbers and letters that create a layer of security and privacy for your AOL account and your AOL Desktop.

Port
A socket on the front or back of your PC that is used to connect devices such as a printer or monitor.

Quick Launch Toolbar
This is a set of icons that appears in the lower left corner of your PC display, providing you fast access to select features.

Shortcuts
Shortcuts are visual icons that represent different tools, activities and resources. They're called Shortcuts because they provide quick, one-click access.

Users/User Types
There are four different User Types: Classic, Kids, Business and Broadband. Each has its own unique interface, access permissions and functionality.

Support

Desktop Help Center

Clicking the **Get Help** button displays the AOL Desktop Help Center.

Contacting AOL

For more information or assistance with your AOL Optimized PC, please call 1-866-MYAOLPC (1-866-692-6572) and follow the voice prompts for your PC..

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Office Users Guide

AOL® Office, powered by Sun Microsystems

Office Users Guide

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Introduction to AOL® Office, powered by Sun Microsystems

AOL® Office is a full-featured suite of productivity tools, with powerful standalone applications that can open, edit, and save documents in a variety of formats including Microsoft® Office applications (Word, Excel, and PowerPoint). AOL Office contains the following applications:

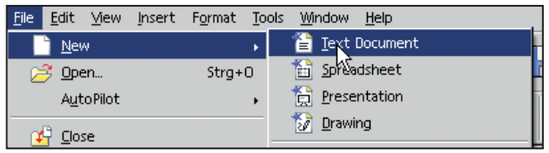
- AOL® Office Writer (for Text documents).
- AOL® Office Calc (for Spreadsheets).
- AOL® Office Impress (for Presentations).
- AOL® Office Draw (for Graphics).

This user guide is a basic reference and tutorial for AOL Office. If the information in this guide does not answer your question, online help is available in each AOL Office application.

Conventions

Depending on where you are in AOL Office, the mouse pointer or cursor is either a , , , , , or .

- **Double-click** and **double-clicking** refer to pressing the button on the left side of your mouse twice in quick succession and then letting go.
- **Right-click** and **right-clicking** refer to pressing the button on the right side of your mouse, then letting go. A **right-click** usually opens a context menu that opens beside the mouse pointer in a document.
- A **long click** performs special actions on all buttons with a small triangle in the upper right corner. For example,a long click on the **Font Color** icon opens a submenu, while a short click directly applies the color.
- **Drag** and **Dragging** refer to holding down the left button on your mouse while moving your mouse.
- The names of menu commands, icons, buttons, dialog boxes, shortcut keys and tools in AOL Office appear in **bold type**.



Choosing Commands

There are two ways to choose commands:

- Click the mouse on a menu command or button, **OR**
- Use shortcut keys.

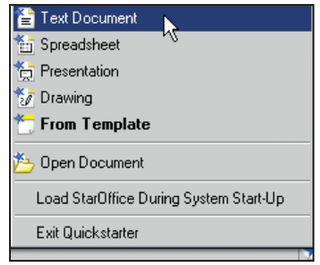
When you see an underlined letter in a menu command, such as File, you can open the menu by pressing the **Alt** key on your keyboard, then the underlined letter (**Alt+F**).

To open a command in the submenu, just type the underlined letter.

Starting AOL® Office

There are four ways to start AOL Office:

- On the AOL Desktop, click the icon of the application that you want to start, **OR**
- Right-click the icon on the taskbar (lower right side of your screen) to open the AOL Office **Quickstarter**, then choose the document you want, **OR**
- Click the **Start** button on the taskbar (lower left side of your screen), click **All Programs**, click **AOL Office**, then click on the application you want to open, **OR**
- Click on one of the AOL Office icons in the AOL Desktop taskbar at the bottom of the screen (next to the **Start** button).



Creating a New Document

When you start an application in AOL Office, a new document automatically appears. If you want to create a new document while you're in an AOL Office application:

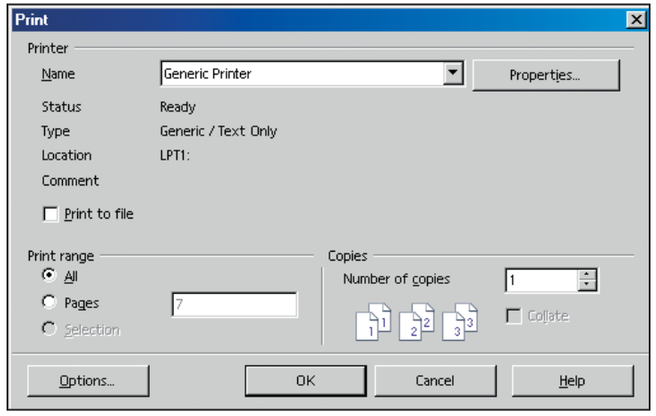
- Choose **File–New**, and then click the type of document that you want to create, **OR**
- Press **Ctrl+N** to open a new document.

Opening an Existing Document

1. Choose **File–Open**, or press **Ctrl+O.**
2. Locate the document you want to open, then click **Open**.

Printing a Document

1. Choose **File–Print** or press **Ctrl+P** to open the **Print** dialog box.



2. In the **Name** box, select the name of your printer.
3. Select the number of pages that you want to print in the Print range area.
   - To print the entire document, click **All**.
   - To print a range of pages, click **Pages**, and then type the range in the box.
   - To print a section of the document you've already selected, click **Selection**.
4. Click in the **Number of copies** box, then type the number of copies you want.
5. If you want to collate copies of the document, mark the **Collate** box.
6. Click **OK**.

Saving a Document

1. Choose **File–Save**, or press **Ctrl+S.**
2. If you have not saved the text document before, the **Save As** dialog box will open. Type the name of the document, then click **Save**.

Exiting AOL Office

If you want to close the current document, but do not want to exit the application, choose **File–Close.**

If you want to exit AOL Office completely, choose **File–Exit.**

Tip

*At the bottom of the **File** menu, AOL Office displays a list of the files that you recently saved. To open one of these files, just click on it.*

Menus

The menu bar at the top of a window lists the commands you can use in the current application. Click the name of a menu, and then click the command that you want to use from the options listed.

Toolbars

This is a row or column of icons (buttons) that represent common commands. If you rest your mouse over a toolbar icon, the function of the command is displayed as a Help Tip in a yellow box.

To hide or display a toolbar, choose **View–Toolbars**, then click the toolbar you want to show or hide. A check mark is displayed next to a visible toolbar.

If an icon you need is not visible, right click on the toolbar and choose **Visible Buttons**. Icons that are currently visible will have a check mark in front of them. To make an icon visible on the toolbar, click on the corresponding icon.

Icons with a small green triangle in the upper right corner have additional toolbars, which contain additional functions. For example, the **Insert** icon opens a floating toolbar with **Insert Graphics** and **Insert Table** icons, among others.

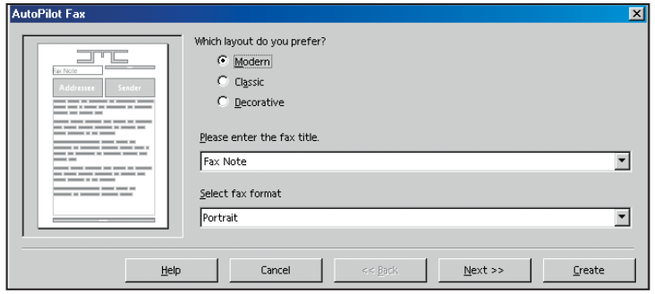
To open a toolbar, long-click the icon. Some of these toolbars can be moved by dragging the title bar and resized by dragging one of its corners.

Shortcuts

AOL Office features a variety of Shortcuts that will help you quickly complete frequently performed tasks. You'll find shortcuts throughout this user guide.

AutoPilots

An AutoPilot displays a series of dialog boxes that guide you through the process of creating a document. To start an AutoPilot, choose **File–AutoPilot** in any AOL Office application, then choose the type of document you want to create.



Templates

AOL Office uses templates to determine the layout and the text formatting styles of a document. There are many specialized templates available, and they are defined throughout this user guide.

Gallery

The AOL Office Gallery contains graphics, animation and sounds you can add to your documents. See the **Adding a Graphic from the Gallery** section in the 'Making a Presentation with Impress' section for instructions on using the Gallery.

Getting Help

There are five Help systems: Help, The Help Agent, Help Tips, Extended Help Tips, and context-sensitive Help.

You can access AOL Office Help in several ways:

- Choose the menu command **Help–Contents**. This will open Online Help, where you can search for the desired topic.
- Click the context-sensitive **Help** button in an open dialog box. This button opens the online Help topics that are associated with the current dialog box.
- Click the Help Agent that appears when you're performing a complex task. The Help Agent opens the Online Help topic for that specific task.
- Rest your mouse over a menu command or over any item on a toolbar to display Help Tips.

Working With Text in AOL® Office Writer

AOL® Office Writer is a word processing program that helps you create documents.

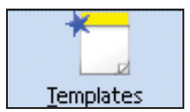
Creating a Text Document

1. In any AOL Office application, choose **File– AutoPilot**, then choose **Letter**, **Fax**, **Agenda**, or **Memo**.
2. Follow the directions in the **AutoPilot** dialog box that appears.

You can use templates to create a new document.

1. In any AOL Office program, choose **File–New– Templates and Documents**.
2. In the left pane of the **Templates and Documents** dialog box, click the **Templates** icon, then double-click a template category in the middle pane. To leave a template category, click the left arrow icon at the top of the dialog box.
3. Select the template you want to use, then click **Open**.

Text document templates are indicated by the Writer icon. After you create a document with a template, replace the contents of the placeholders (gray boxes) with your own text, images, and objects.



Adding and Editing Text

Type text with the keyboard, **OR**

Copy and paste text from another document, **OR**

Import text.

Selecting Text with the Mouse

To select a text passage, click at the beginning of the passage, hold down the left mouse button, then drag to the end of the text, **OR**

Click in front of the passage, press and hold down the shift key, then click at the end of the passage.

To select a single word, double-click anywhere in the word.

To select an entire line of text, triple-click on the left side of your mouse anywhere in the line.

To select more than one text passage, press and hold **Ctrl,** then select another text passage while continuing to hold down the **Ctrl** button.

Selecting Text with the Keyboard

To select the entire document, press **Ctrl+A**.

To select a single word on either side of the cursor, press **Ctrl+Shift**, then press the left arrow key (←) (_) or the right arrow key (→).

If you want to highlight multiple passages that are not connected, you can let go of the **Shift** key, but continue holding down the **Ctrl** key, then repeat the highlighting of each successive passage.

To select a single character on either side of the cursor, press **Shift**, then press the left arrow key (←) or the right arrow key (→).

To select more than one character, continue to press **Shift** while you press the arrow key.

Copying and Pasting Text

1. Select the text that you want to copy and do one of the following:

   Choose **Edit–Copy**, **OR**

   Press **Ctrl+C.**

2. Place the cursor where you want to paste the text, and do one of the following:

   Choose **Edit–Paste**, **OR**

   Press **Ctrl+V**.

Deleting Text

1. Select the text you want to delete and do one of the following:

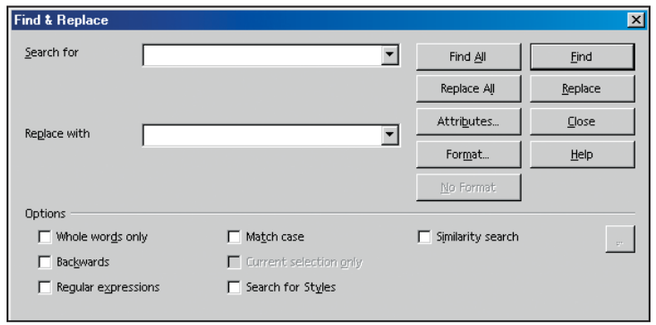
   Choose **Edit–Cut**, **OR**

   Press Ctrl+X.

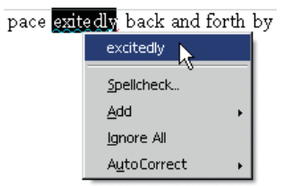
If you want to undo a deletion, choose **Edit–Undo**, press **Ctrl+Z**, or click the **Undo** button.

Using Find & Replace

1. Choose **Edit–Find & Replace**, press **Ctrl+F**, or click the **Binoculars icon** on the left side toolbar to open the dialog box.



2. In the **Search for** box, type the word or phrase you want to find in your document.
3. In the **Replace with** box, enter the replacement word or phrase, then click **Find** to start the search.
4. When Writer finds the first instance of the word or phrase, do one of the following:
   - To replace the text with the new word or phrase, click **Replace**.
   - To replace all instances of the text with new word or phrase, click **Replace All**.
   - To skip the found text and to continue the search, click **Find** again.



Checking Spelling as You Type

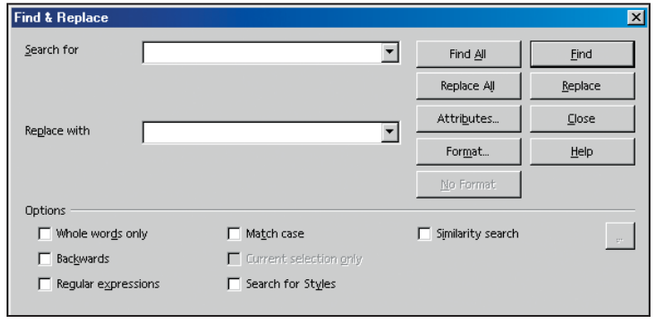
When you type your text, the AutoCorrect tool can automatically correct common spelling mistakes. This tool also collects new words as you type and makes a word completion list available in your future AOL Office documents.

This feature is enabled (indicated by a check mark) by default. If it's off and you need to enable this feature:

1. Choose **Tools–Spellcheck** and ensure that there is a check mark in front of **AutoSpellcheck**. Once this feature is on, a red wavy line appears below possible spelling errors, or click the **Auto Correct** icon on the left side toolbar.
2. Right-click a word with a red wavy underline, and do one of the following:
   - Choose one of the suggested replacement words at the top of the menu.
   - Click Spellcheck to open the **Spellcheck** dialog box.
   - To add the word to a **Spellcheck** dictionary, choose **Add**, and then click the name of the dictionary.

Checking Spelling in an Entire Document

The **Spellcheck** tool can also check for mistakes in the document or in a text selection after you type. The tool starts at the current cursor position or at the beginning of the selected text.



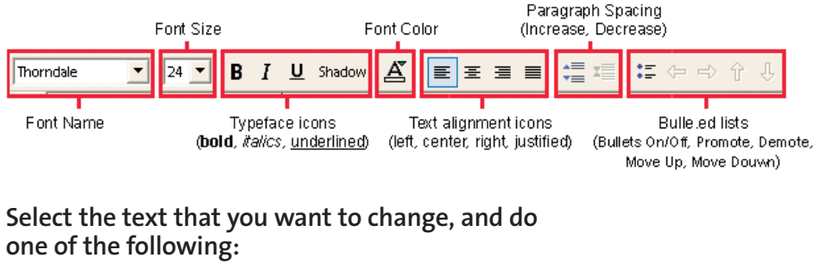
1. Click in the document, or select the text that you want to check.
2. Choose **Tools–Spellcheck-Check**, press **F7**, or click the **Spellcheck** button on the left side toolbar.
3. When a possible spelling error is found, the **Spellcheck** dialog box opens and suggests a correction.
4. Do one of the following:
   - To accept the correction, click **Replace**.
   - To provide your own correction, type a correction in the Word box, and then click **Replace**.
   - To reject the correction, click **Ignore**.
   - Click **Add** to add it to the dictionary.

Formatting Text

You can format text manually or by using styles. Both ways let you control the size, font type, color, alignment, and spacing of the text. Manual formatting is only applied to the text that you select. Style formatting is applied wherever the style is used in your document.

Formatting Text Manually

For simple formatting, such as changing the size and color of your text, use the icons on the Object bar.



Select the text that you want to change, and do one of the following:

- To change the type of font that is used, select a different font in the **Font Name** box.
- To change the size of the text, select a size in the **Font Size** box, or click the **Increase/Decrease** font size buttons.
- To change the typeface of the text, click the **Bold**, *Italic*, or the Underline icon. To return to the default typeface, select the text again, and then click the same icon.
- To change the alignment of the text, click the **Align Left**, **Centered**, **Align Right**, or **Justified** icon.
- To add or remove bullets or numbering from a list, click the **Numbering On/Off**, or the **Bullets On/Off** icon.

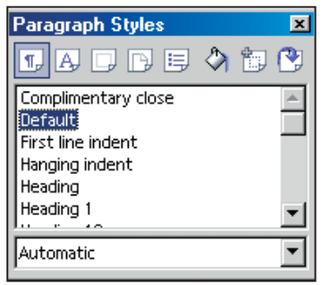
- To change the indentation of the text, use the **indentation** icons.
- To make the font size large or smaller, use the **Increase/Decrease Font Size** icon.
- To change the color of the text or the background color of the text, click the **Font Color**, **Highlighting**, or **Paragraph Background** icon.
- To change the line spacing, click the **Line Spacing 1**, **Line Spacing 1.5**, or **Line Spacing 2** icon.

If an icon you need is not visible on the toolbar, right click on the toolbar and choose **Visible Buttons**. A list of all available icons will appear. To make an icon visible on the toolbar, click on the name from the list.

Formatting Text with Styles

Styles are a named set of formatting options, such as font type and font size, that define the overall appearance of the text as well as the layout of a document.

Using the Stylist



Open the **Stylist** by pressing **F11**.

To change the formatting of a paragraph, click in a paragraph, click the **Paragraph Styles** icon at the top of the **Stylist**, and then double-click a style in the list.

To change the formatting of text within a paragraph, select the text, click the **Character Styles** icon at the top of the **Stylist**, and then double-click a style in the list.

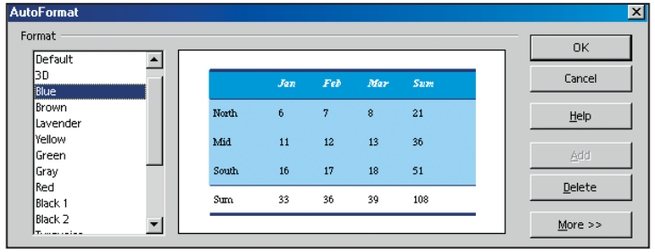
To change the layout of a page, click anywhere on the page, click the **Page Styles** icon at the top of the **Stylist**, and then double-click a style in the list.

Using Tables

You can use tables to present and organize information in cells that are arranged in rows and columns.

Adding a Table

1. Choose **Insert–Table**.
2. In the **Size** area, enter the number of rows and columns for the table.
3. To use a predefined table layout, click **AutoFormat**, select the format you want, then click **OK**.
4. Specify any additional options, such as the table name, in the Insert Table dialog box, then click **OK**.



Adding or Deleting a Column to a Table

1. Right click on the column.
2. Click on **Columns** in the menu to add or **Delete Columns**.

Adding or Deleting a Row from a Table

1. Right click on the row number.
2. Click on **Rows** to add or **Delete Rows**.

Changing the Width of a Column

1. Drag the column border with the mouse, click in a column and choose **Format–Column–Width** or right click in a column then click on **Column–Width**.
2. Enter a width in the **Width** box, or click the Up or Down arrows next to the box to choose a width, then click **OK**.

Note: Rows will automatically increase their height to accommodate several lines.

Working With Numbers in AOL® Office Calc

AOL® Office Calc is a spreadsheet application that you can use to organize and manipulate data that contains numbers.

Spreadsheet documents consist of three sheets: Sheet1, Sheet2, and Sheet3. Each sheet is divided into 32,000 rows and 256 columns, and you may add more sheets, up to a total of 256. Rows are labeled with numbers and columns are labeled with letters.

Creating a Spreadsheet

When you start the application, a new document automatically appears. If you want to create a new document while you're in AOL Office Calc:

- Choose **File–New**, and then click the type of document that you want to create, OR
- Press **Ctrl+N** to open a new document.

Typing or Pasting Data

1. Click in the cell where you want to add your data.
2. Type your data.

   If you want to paste data from the Clipboard into a cell (the Clipboard allows you to collect text and graphic items from any number of Office documents or other programs, then paste them into any Office document), choose **Edit - Paste**, or press **Ctrl+V**.
3. To move to the next cell press **Return**. You can also press an arrow key to enter the data and move to the next cell in the direction of the arrow.

Tip

*To type text on more than one line in a cell, press **Ctrl+Return** at the end of each line in the cell, and then press **Return** when you are done.*

Tip
*To copy the value in a single cell or to copy multiple cells without changing the values in a series, press the **Control** key while you drag the fill handle.*

Entering Consecutive Dates and Numbers

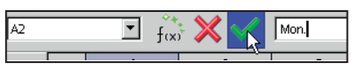
You can quickly enter a successive series of data, such as dates, days, months, and numbers. The content of each successive cell in the series is automatically incremented by one (for example, 1 is incremented to 2; Monday is incremented to Tuesday).

1. Click in a cell and type the first item of the series.
2. Move the cursor to the lower right corner of the cell (it will change to a "+") and drag the fill handle — the small black box at the bottom right corner of the cell — until you highlight the range of cells for the series.
3. Release the mouse button. The consecutive items in the series are automatically filled in.

Editing and Deleting the Contents of Cells

Click in a cell or select a range of cells, and do one of the following:

- To edit the contents of a single cell, press **F2**, make the changes you want, and then press **Return**. By pressing **F2**, you do not overwrite what is already in the cell, you simply add onto the end of it. To replace what is in the cell, you simply click on that cell and type.
- You can also type your changes in the **Input line** box of the **Formula** bar, then click the green **Accept** icon.
- To delete the contents of the cell or the cell range, press **Backspace** or **Delete**. In the **Delete Contents** dialog box, select the options to be deleted, then click **OK**.



Formatting Spreadsheets

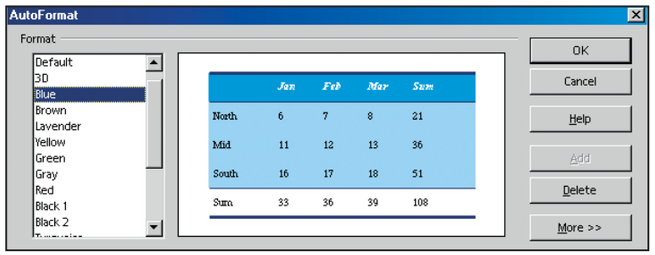
You can format your sheet manually or by using styles. Both ways let you control the size, the font type, the color, the alignment, and the spacing of the contents of cells, rows, or columns. The main difference is that manual formatting is only applied to the cells that you select, and style formatting is applied wherever the style is used in your spreadsheet document.

Using AutoFormat

The easiest way to format a range of cells is to use the Calc AutoFormat feature.

1. Select the range of cells that you want to format.
2. Choose **Format–AutoFormat**.

   The **AutoFormat** dialog box opens.
3. In the list of formats, click the format that you want to use, and then click **OK**.



Formatting Cells Manually

For simple formatting, such as changing the size and color of your text, use the icons on the **Object** bar.

Tip
To select a range of cells, click in a cell and drag the mouse until you cover the range you want to select. To select an entire row or column, click the label of the row or column.

Using the Calc Object Bar

The Calc **Object** bar lets you quickly apply formats to individual cells or cell ranges. To use the bar, select the cell or cell ranges that you want to format and click an icon on the bar, or select an option from the **Font Name** or **Font Size** boxes.

Using the Format Cells Dialog Box

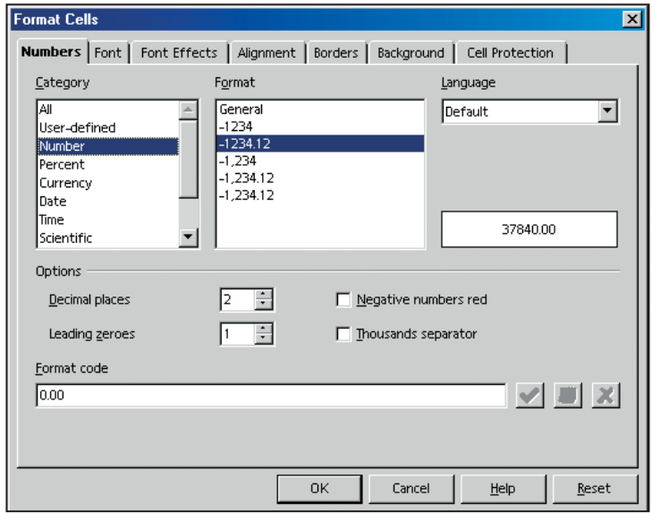
If you need more formatting options than the Calc **Object** bar provides, use the **Format Cells** dialog box.

1. Select the cell or the range of cells that you want to format, click **Format–Cells** or right click in the highlighted **Cell** and click **Format Cells**.

   The **Format Cells** dialog opens.

2. Click on one of the following tabs and choose your formatting options:

   - **Numbers:** choose the formatting of numbers in cells, such as adding a dollar sign, or changing the number of decimal places that are displayed.



   - **Font:** change the font, font size, and the typeface used in the cell.
   - **Font Effects:** specify the color of the font, and the underline, strikethrough, or embossed effects of the text.
   - **Alignment:** Specify the horizontal and vertical alignment of cells.
   - **Borders:** define the border options of cells.
   - **Background:** choose the background fill of cells.
   - **Cell Protection:** allows you to lock or hide selected cells when displaying or printing a spreadsheet.

3. Click **OK**.

Formatting Cells

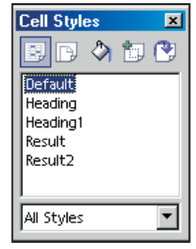
You can format cells manually or by using styles. Both ways let you control the size, font type, color, alignment, and spacing of the text. Manual formatting is only applied to the cells you select. Style formatting is applied wherever the style is used in your spreadsheet.

Using the Stylist

Open the **Stylist** by pressing **F11** on your keyboard.

To change the formatting of cells, click in a cell or select a range of cells, click the **Cell Styles** icon at the top of the **Stylist**, then double-click a style in the list.

To change the print layout of a sheet, click anywhere on the sheet, click the **Page Styles** icon at the top of the **Stylist**, then double-click a style in the list.



Tip

*To set print area, highlight the area by dragging your mouse over it, then select **Format–Print Ranges–Define**.*

Using Formulas and Functions

You can insert formulas to perform calculations. If the formula contains references to cells in your spreadsheet, the result of the formula is automatically updated whenever you change the content of the cells.

Creating a Formula

1. Click the cell that you want to display the result of the formula.
2. Type = , then type the formula (for example, to add two numbers, type =2+3).
3. Press **Return**.

Using Cell References

AOL Office Calc identifies a cell based on the column and the row where the cell is located. For example, A2 refers to the cell located in the second row of column A.

You can use these cell references in a formula. You can also reference a range of cells. For example, to reference the cell range that contains the cells A2, A3, B2, and B3, type "A2:B3".

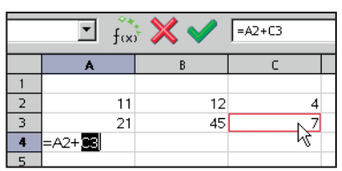
1. Click the cell where you want to add the formula, and type =, then do one of the following:

   • Click the cell containing the number you want to add to the formula. The cell reference will be added to the formula.

   • Type in the cell reference, for example A2.

   • Type an operator, such as *.

2. Repeat until you are finished, then press **Return**.



Using Operators

You can use the following operators in your formulas:

Operator	Name	Example	Result
+	Addition	=1+1	2
-	Subtraction	=2-1	1
*	Multiplication	=7*9	63
/	Division	=10/2	5
%	Percent	=15%	15.00%
^	Exponentiation	=3^2	9
=	Equal	=8=8	TRUE
>	Greater than	=7>9	FALSE
<	Less than	=5<6	TRUE
>=	Greater than or equal to	=3>=4	FALSE
<=	Less than or equal to	=42<=63	TRUE
<>	Not equal to	=6<>4	TRUE
&	Text concatenation	="Sun" & "day"	Sunday

Here are some examples of formulas you can create:

= A1+15 Displays the result after adding 15 to the contents of cell A1.

= A1*20% Displays 20 percent of the contents of cell A1.

= A1*A2 Displays the result after multiplying the contents of cells A1 and A2.

Using Parentheses

AOL Office Calc follows the order of operations when it calculates a formula. Multiplication and division are done before addition or subtraction, regardless of where these operators appear in the formula.

Calc performs the operations that are enclosed by parentheses first, before calculating the rest of the formula.

Editing a Formula

A cell that contains a formula only displays the results of the formula. To distinguish between cells that contain formulas and cells that contain values or text, choose **View** and ensure that there is a check mark in front of **Value Highlighting**. The font color of cells that use formulas is green.

1. Click in a cell that contains a formula. The formula is displayed in the **Input line** of the **Formula Bar**.

2. Click in the Input line and make your changes. To delete part of the formula, press **Delete** or **Backspace**.
3. Press **Return** or click on the **Formula Bar** to accept the changes. To reject the changes, press **Esc** or click on the **Formula Bar**.

Using Functions

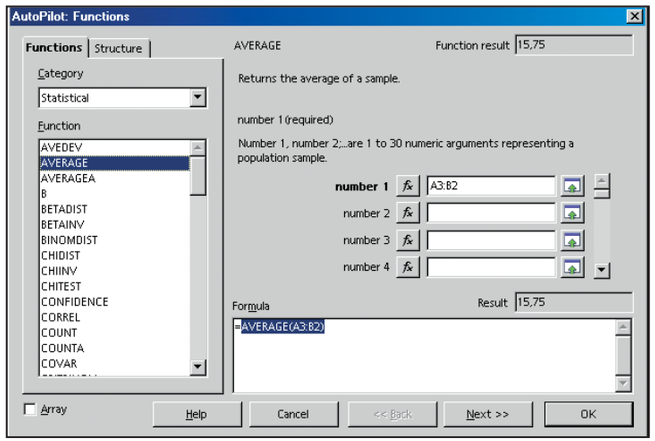
AOL Office Calc comes with predefined formulas, called functions. For example, instead of typing "=A2+A3+A4+A5", you can type "=SUM(A2:A5)".

1. Click the cell where you want to add a function, then do one of the following:

   • Choose **Insert–Function**.

   • Click on the Formula Bar.

2. The **AutoPilot: Functions** dialog box will open. In the Category box, select the category that contains the type of function you want to use.



3. In the **Functions** list, click the function that you want to use, then click **Next**. Depending on the function that you select, the **Next** button might not be available.
4. Enter any required values, or click the cells that contain the values that you want to use, then click OK.

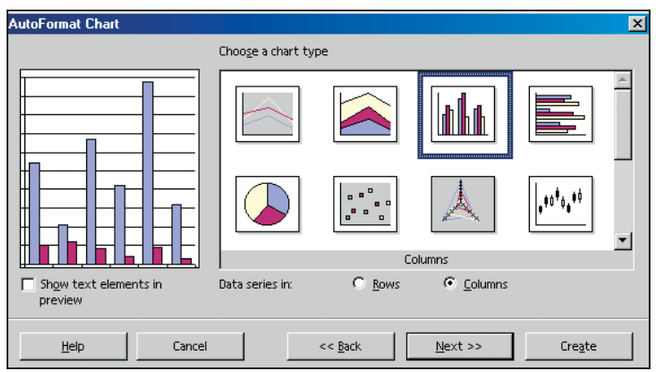
Using Charts

Charts help you visualize patterns and trends in your numerical data. AOL Office Calc provides a number of chart styles that you can use to represent your numbers.

Creating Charts

1. Select the cells, including the column and row headings, that contain the data you want to present.
2. **Choose Insert–Chart**. The AutoFormat Chart dialog box opens. The cell range you selected is displayed in the Range box.
3. If you want to specify a different cell range for the data, click the button (**Shrink**) next to the **Range** text box, then select the cells that you want to use. Click the **Shrink** button again when you are done.
4. Click **Next**. The **AutoFormat Chart** dialog box opens.
5. In the **Choose a chart type** box, click the type of chart, such as pie or line chart, that you want to create, then click **Next**.

Tip
*You can insert charts in any AOL Office application. Add a chart into a spreadsheet, text document, presentation or a drawing by choosing **Insert- Object–Chart**.*



6. In the **Choose a variant** box, click the variant that you want to use. Click the **Rows** or **Columns** option to change the way that the data is displayed, then click **Next**.
7. In the **Chart title** box, type the name of the chart, then click Create.

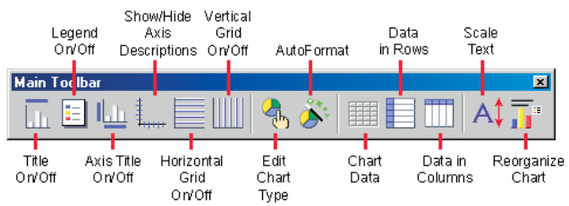
Resizing, Moving or Deleting a Chart

Click the chart, and do one of the following:

- To resize the chart, move your mouse over one of the green handles, hold down the left mouse button, then drag the mouse. Calc displays a dotted outline of the new chart size as you drag.
- To move the chart, move your mouse inside the chart, hold down the left mouse button, then drag the chart to a new location.
- To delete the chart, press **Delete**.

Changing the Appearance of a Chart

You can use the icons on the Main toolbar to change the appearance of your chart. To display the Main toolbar, double-click a chart. The toolbar will appear at the left edge of the window.



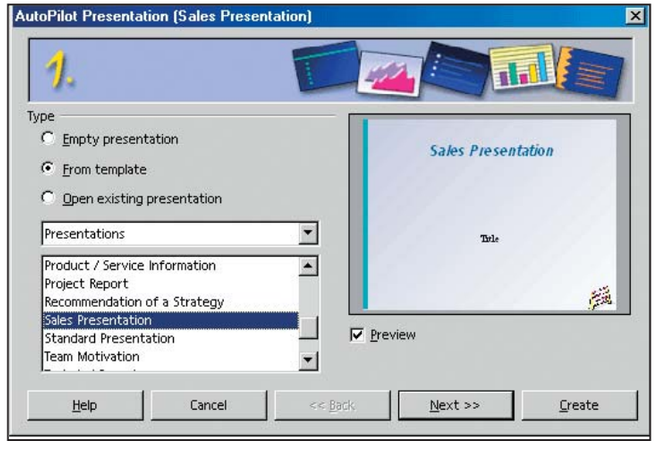
Tip
*To detach the toolbar (as shown here), click in an empty space in the toolbar, press the **Ctrl** key, and then drag the toolbar away from the edge of the window.*

Making a Presentation with AOL® Office Impress

AOL® Office Impress provides tools to help you create attractive presentations and slide shows. You can use Impress to show presentations on your computer or print them out.

Creating a Presentation

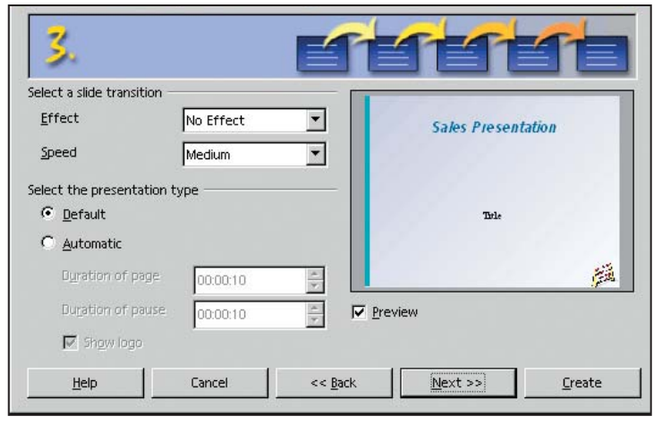
Click **File–AutoPilot–Presentation**. The AutoPilot guides you through each step of creating a presentation. You can use the AutoPilot to create a presentation from an empty presentation, a template, or an existing presentation.



Creating a Presentation from a Template

1. In the Type area of the first page of the Presentation AutoPilot, click **From template**.
2. Select a template category, for example, “Presentations”, click the template that you want to use for your presentation, then click **Next**.
3. Choose a background for the slides by clicking on a style in the list. These styles will also change the format of the font used in your presentation. Click **Next**.
4. For presentations that you intend to run on-screen, do the following:

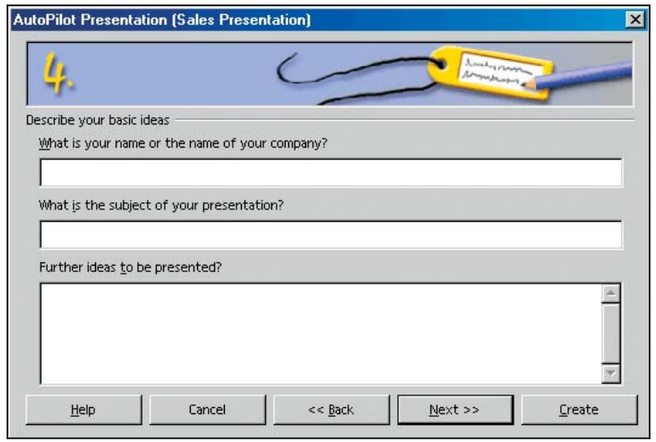
   In the **Effect** box, select the transition effect you want to use when you move from one slide to another slide.



   In the **Speed** box, select the speed of the transition.If you want your presentation to automatically advance through the slides, click the **Automatic** option in the **Select the presentation type** area.

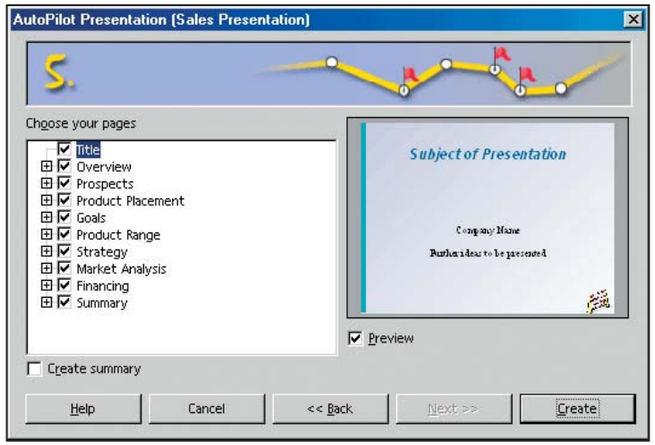
5. Type the descriptive information for your presentation. This information will be displayed on the first slide of your presentation.

6. Click **Create**, then select and replace the text in the slides with your content.

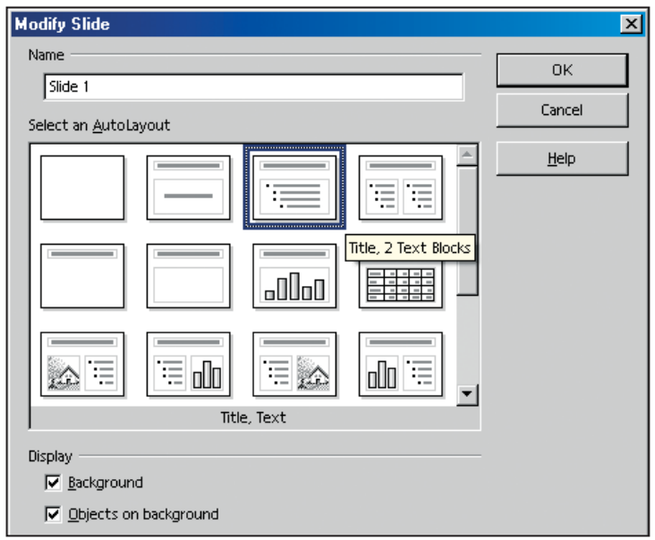


Creating an Empty Presentation

1. In the **Type** area of the first page of the Presentation AutoPilot, click **Empty presentation**, then follow the steps to create a new presentation. When the presentation opens, the **Modify Slide** dialog box appears.



2. In the **Select an AutoLayout** box, click the layout you want for your slides and click **OK**.



Opening an Existing Presentation

1. In the **Type** area of the first page of the Presentation AutoPilot, click **Open an existing presentation**.
2. Double click <Other position> to open the **File Manager** dialog box and locate your file.
3. Locate the presentation you want to open, then click **Open**. Or, double-click the presentation in the **Open** dialog box.

Saving a Presentation

1. Choose **File–Save**, or press **Ctrl+S**.
2. If you haven't saved the presentation before, the **Save As** dialog box opens. Enter the name of the presentation, then click **Save**.

Using Different Workspace Views

You can use different workspace views to help edit and organize your slides in Impress. For example, you can use the **Slide** view to add pictures to a single slide, or the **Outline** view to organize and edit slide titles.

To change the view, choose **View-Workspace**, and then select the view that you want to use.

Moving Between Slides in Slide View

To move between slides in Slide view, click the arrows and name tabs at the bottom of the window.

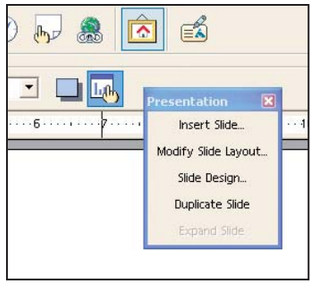
Changing the Layout of a Slide

Slide layouts define where text and objects are placed on a slide. You can easily change the layout of any slide.

1. Click the **Common commands for slides** button.
2. Click **Modify Slide Layout** on the Presentation toolbar. If the toolbar is not visible, choose **View–Toolbars–Presentation**.
3. In the **Modify Slide** dialog box, click the layout that you want to use, then click **OK**.

Adding a Slide

1. Choose **View–Workspace–Drawing View**.
2. Choose **Insert–Slide**. The **Insert Slide** dialog box opens.
3. In the **Name** box, type the name of the slide.
4. If you want the new slide to have a different layout than the other slides in your presentation, select a different layout style in the **AutoLayout** box.
5. Click **OK**.



Tip

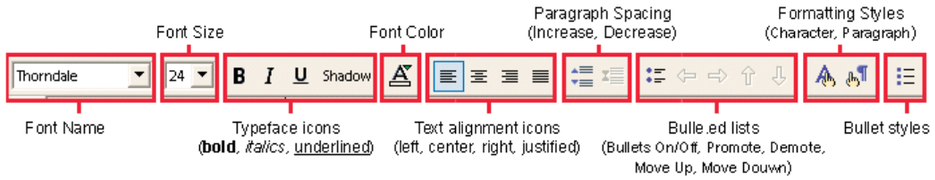
To quickly add a slide to your presentation, click in the empty space beside a name tab at the bottom of the window.

Deleting a Slide

1. Switch to the slide that you want to delete.
2. Right-click on the slide.
3. Click on **Slide**.
4. Click **Delete Slide**.
5. Choose **Yes.**

Using the Impress Object Bar

You can quickly apply formats to text in your slides. To use the bar, select the text you want to format and click an icon or select an option from the **Font Name** or **Font Size** boxes.

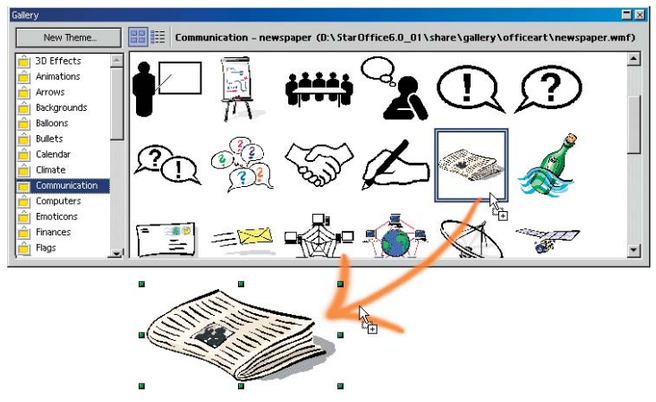


Adding a Graphic from a File

1. Click **Insert–Graphics**. The **Insert Graphics** dialog box appears.
2. Locate the graphic you want to insert, then click **Open**.

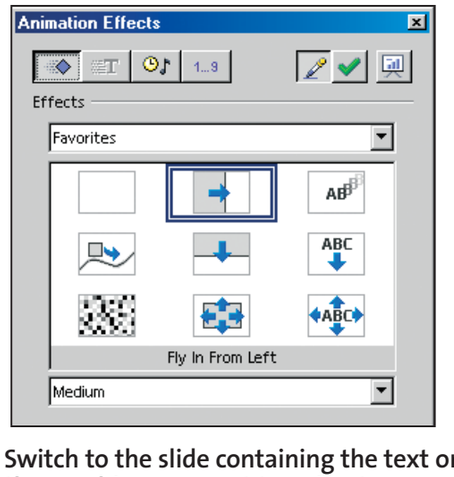
Adding a Graphic from the Gallery

1. Click the **Gallery** icon on the **Function Bar**, or choose **Tools–Gallery**.
2. Double click a Theme from the list on the left.
3. Click and drag the graphic you want to insert onto the slide.
4. When you've added all your graphics, click the Gallery icon to close the Gallery window.



Adding Transitions to Text and Graphics

You can use animation effects to make the text or the graphics in your slide appear after you click the mouse.



1. Switch to the slide containing the text or the graphics you want to animate.
2. Click the text box or the graphic that you want to modify.
3. Choose **Slide Show-Effects**, or click the icon on the left side toolbar. The **Animation Effects** dialog box opens.
4. Select a category from the **Effects** box, then click an effect. The effects in the **Favorites** category have sounds attached to them.
5. Click the icon to apply the effect to the selected text box or graphic. If you want to preview the effect, click the icon.
6. Click the icon on the dialog title bar when you are finished. If you are manually advancing the slide show, click the mouse in the slide with the animated text or graphic for the effect to occur.

Running a Presentation

1. Open the presentation you want to present as a slide show.
2. Do one of the following:
   - Choose **Slide Show–Slide Show**.
   - Press **F9**.
   - Click the icon on the **Main** toolbar.
   - In Windows Explorer, right-click a presentation document, and choose the Show command from the context menu.
3. To exit a slide show, press **Escape**.

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